

SELF-SERVICE CENTER

PROCEDURES:

HOW TO REQUEST A HEARING OR DISMISS A DOMESTIC VIOLENCE ORDER

STEP 1: MAKE 4 COPIES OF THE REQUEST AFTER YOU HAVE FILLED IT OUT

STEP 2: SUBMIT THE FORM AND THE 4 COPIES TO THE COURT:

IF CASE WAS HEARD IN PHOENIX:

Order of Protection: Go to 101 W. Jefferson, 1st Floor, Family Violence Prevention Center

Injunction: Go to 201 W. Jefferson, 4th Floor, Civil Court Administration

IF CASE WAS HEARD IN MESA: Go to 222 E. Javelina, Suite 1350, Court Administration

IF CASE WAS HEARD IN SURPRISE: Go to 14264 W. Tierra Buena, Information Center

STEP 3: GET HEARING DATE OR COURT DECISION

If you are requesting a hearing date, court staff at the locations listed above will give you a form that lists the hearing date, time, and location. Now go to step 4.

For any other request, it will be decided while you wait. STOP, you are now finished with this process.

STEP 4: SERVE THE PLAINTIFF WITH THE NOTICE OF HEARING FORM

Read the packet called "Service of Court Papers" that applies to your situation at the Self-Service Center located in Phoenix, Mesa or Surprise, to find out how to serve the other party.